

# **MILITARY SERVICE**

## ***DOTD EMPLOYEE REFERENCE SHEET***

### **EMPLOYEE RESPONSIBILITIES UPON ACTIVATION**

- Provide verbal or written notice of activation to supervisor and District/Section HR as soon as practicable. HR representatives will provide a copy of the orders to HQ HR, ATTN: Pam Dantin, another copy will accompany the payroll to prompt the Payroll Section to flag individual's automated payroll file. Coordinate with your District/Section HR contact your planned leave usage, whether annual/comp leave, leave without pay or a combination of each to cover your absence, excluding the 15 calendar days paid military leave per year. If leave without pay is involved, review the benefit options that will be affected by your absence and take appropriate action. If employee is on paid leave during the entire period of service (either military, annual or comp), all benefits continue and no further action is required by the employee.
- Provide Headquarters HR with your contact information (name, address and telephone number) for any required personnel actions in your absence regarding your benefits and employment status.
- Complete and submit the Military Leave Options Form for benefits/actions listed below to Mrs. Pam Dantin in the Human Resources Section, Room 300E at DOTD Headquarters:
- **Retirement**
  - Contact Mrs. Ellen Catherine in the HQ Human Resources Office to review LASERS/USERRA guidelines to decide if you will continue or stop contributions to LASERS.
  - If you elect not to submit contributions during leave, you will receive retirement eligibility credit for the period of military time absent from employer. Upon return to work, you may purchase computed LASERS retirement credit within four years of re-employment.
- **Insurance**
  - While activated on military leave for war purposes, employees may cancel/continue health insurance provided through DOTD. If you decide to continue coverage, our agency will pay both employee and employer share of **health insurance premiums**. Employee is however wholly responsible for supplemental insurances; life, accident or disability while on active duty for war purposes. Ms. Janice Guillory in the HQ Insurance unit in Baton Rouge is the point of contact for insurance. She can be reached at (225) 379-1641. If insurance is discontinued while on military leave without pay, employees must re-enroll within 30 days of return to work following active duty.
- **Deferred Compensation**
  - While on military leave without pay, Deferred Compensation contributions cease, but will automatically restart upon return to work.
  - In the event of extenuating circumstances, employees may request a hardship refund by contacting the Louisiana Deferred Compensation Office/Ms. Carol East in Baton Rouge at (225) 926-8082 Ext. 1008.
- **Differential Pay:**
  - Provide Headquarters HR a copy of LES when pay differential is applicable. An employee is eligible for differential pay when his active duty for war purposes pay is less than his/her current DOTD pay. Differential pay should be requested as soon as

employee has knowledge that his/her military pay is less than his/her current DOTD pay.

- **Return to Duty:** Provide your District/Section HR contact a copy of discharge orders to return to work. For periods of military service up to 30 days, you must report back to work at the next regularly scheduled shift on the day following release from the military, safe travel home, and eight hours of rest. For longer periods of services, reinstatement is not necessarily immediate, but should be within a matter of days or at most a few weeks. Following a period of service of 31-180 days, you must apply for reemployment within 14 days following release. Following a period of service of 181 days or more, you must apply for reemployment within 90 days after release.

## **APPOINTING AUTHORITY RESPONSIBILITIES**

- **Rating Session (Civil Service Rule 10.6) or Re-Rating Session (Civil Service Rule 10.7):** The amount of time the employee was actually at work will determine the individual's rating. If the employee is at work during the rating period, supervisor should attempt to rate individual. The Rating Supervisor should prepare a letter advising the employee that he/she was rated based on the time they actually performed their duties. The Rating Supervisor and the DOTD Reviewer should sign and date the document (PPR). If the employee is not available for the Rating Session, CS recommends mailing the completed document to the employee on or before the employee's anniversary date. Be certain to get a Certificate of Mailing as proof that you mailed the document and the date it was mailed. CS recommends an overall Un-Rated rating in the case of a rating or re-rating where the employee was out on military leave for the entire rating period. Should you have a situation such as this, please contact Stephanie Ortis at (225) 379-1289.
- **Attainment of Permanent Status:** Employees on probationary status when activated to military duty will remain on probation and return at the same point when de-activated. Exceptions are employees within 30 days or fewer of attaining permanent status, in which case absences of thirty consecutive calendar days or less shall be counted as part of the probationary period.
- **Merit Increases:** Merit Increases are granted to all employees on military leave on their eligibility date.
- **Military Leave Options Form:** Appointing Authorities are to ensure employees activated for military duty fill out the Employee Military Leave Options Form prior to departure for military duty (Exhibit C). Additionally, Appointing Authorities are to provide a copy of activation orders to HQ HR, ATTN: Pam Dantin and ensure a copy goes with the employees latest payroll. Any questions, contact the appropriate field or HQ HR office.

## **MILITARY LEAVE OPTION FORM**

- This is to confirm that I will be on Military **leave without pay** after the 15 calendar days of paid military leave. I understand that I may submit a Leave and Earnings Statement (LES), when applicable, to my supporting HR Analyst to notify payroll of the differential pay.  
☐ **LES applicable and will be provided**    ☐ **LES not applicable**
- I understand that I may elect to continue or discontinue my retirement contributions to LASERS. If I continue, I may submit payment by check via HR payable to Louisiana State Employee's Retirement System (LASERS) in the form of a check (by the first of each month) based on my earnings. If I discontinue, I will receive retirement eligibility credit for the period of military time absent from employer. Upon return to work, I may purchase computed LASERS retirement credit within four years of re-employment.  
☐ **Continue Contributions**                      ☐ **Discontinue Contributions**
- I have Health coverage with my employer and choose to continue coverage during my leave for active military service. If I elect to continue coverage, my employer and employee share of **health insurance premiums** are paid by my employer as long as I am activated on military leave for war purposes. My life insurance will not be covered by my employer, if I want to continue this coverage, I must continue payment of Life Insurance premiums, by check (to appropriate insurance company), through HR by the first of each month.  
☐ **Continue Health coverage**                      ☐ **Discontinue Health coverage**
- I I am/am not a contributing member of the Deferred Compensation Plan and may elect to cease or refund contributions while activated on military leave.  
☐ **Cease Contributions**                      ☐ **Request a refund**
- I confirm that I am a ☐ Probational/ ☐ Permanent classified DOTD employee. If probational, I understand upon my return from military leave, I will return at the same point in my probationary period.

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Contact Person's Name \_\_\_\_\_

Contact's Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

\_\_\_\_\_  
District/Section Human Resource Contact

\_\_\_\_\_  
Date

Distribution:

Activated employee

HQ, Human Resources, ATTN: Military Leave

District/Section File